

PARKS AND RECREATION
COMMISSION

OPERATING RULES AND
PROCEDURES

Sedona Parks and Recreation Commission Operating Rules and Procedures

Be it resolved that pursuant to City of Sedona Ordinance 89-6, The Parks and Recreation Commission of the City of Sedona (hereinafter called Commission) adopts the following operating Rules and Procedures as its by-laws to govern its conduct and function.

Article 1: Membership

Each member of the Commission (hereafter called Member) shall be selected and shall serve as provided in City of Sedona Ordinance 89-6, Section 2, and as amended by Ordinance Nos. 95-1 and 95-11.

Article 2: Officers

The officers of the Commission shall consist of a Chairperson ("Chair") and a Vice Chairperson ("Vice Chair") who shall be elected by the Commission from among its members to serve for one year or until their respective successors are elected. A vacancy occurring in an office shall be filled by an election held at any regular meeting or at a special meeting called for that purpose.

In the absence of the Chair and the Vice Chair at any meeting for which a quorum is present, the Members present shall elect one of their number to act as Chairman Pro Tempore for that meeting.

Article 3: Chair

The Chair shall preside at all public meetings and decide points of order or procedure. The Chair is a voting Member, but shall not initiate or Second motions unless he or she relinquishes the Chair. He or she shall coordinate the work of the Commission and shall perform all other duties required by law, ordinance, and these Operating Rules and Procedures.

Article 4: Vice Chair

The Vice Chair shall perform all duties of the Chair in the absence of the Chair.

Article 5: Minutes and Records

- 5.1 The Commission shall arrange for a Secretary to perform necessary secretarial services. This individual need not be a member of the Sedona Parks and Recreation Commission.
- 5.2 The Secretary shall prepare official written minutes of each meeting. He or she shall also prepare other official records, including Commission findings, decisions, and other official actions, as required by law.

- 5.3 The minutes shall show the vote of the Commission on every Commission action, or if a Members fails to vote, shall so indicate and show the reason for such failure to vote.
- 5.4 Insofar as possible, Members shall advise the Secretary of any changes or corrections in the minutes, so they can be recorded before the meeting. Simple errors in spelling, punctuation, etc., may be corrected at any time as long as no change in meaning or substance is involved.

Article 6: Legal Counsel

The Commission shall be advised, when necessary, by the City Attorney who shall act as its Legal Council. The Commission shall act in accordance with opinions of its Legal Counsel regarding points of law. Except in the case of executive sessions, advise of Counsel shall be recorded in the minutes of the meeting before disposition of any question of law or matter requiring legal interpretation or advice.

Article 7: Other Advisors

The Commission may request any department head, officer of the City, or any consultant retained by the City to attend any Commission meeting.

Article 8: Creation of Committees

- 8.1 Committees of the Commission to study and report on Parks and Recreation matters may be suggested by the Chair or any member but must be approved by the majority vote of the Commission. Meetings of committees shall be properly noticed, written minutes taken, and any committee recommendation must be ratified by the Commission.
- 8.2 Each year, the newly elected Chair will appoint or reappoint members to all active committees. Committees created for a specific task shall dissolve when that task has been completed.
- 8.3 The Chair of each committee shall be appointed by the Chair.

Article 9: Meetings

- 9.1 Regular meetings of the Commission shall be held on the fourth Monday of each month, commencing at 5:00 p.m. in the City Council Chambers. The meetings may be rescheduled by a majority vote of the Members provided legal notification requirements are met.
- 9.2 Special meetings may be called by the Chair or by four or more members, subject to legal requirements. The reason(s) for calling any special meeting shall be stated at the time of notification.

- 9.3 At regular and special public meetings of the Commission, Robert's Rules of Order (Revised) shall be observed except where they may conflict with other provisions of the Commission's Rules and Procedures, or with any City ordinance or Arizona statute.
- 9.4 The Commission may hold work-study sessions. Such sessions shall be open to the public, but the public shall not participate unless specifically requested to do so by the Chair. No formal vote or commitment shall be made at such session.
- 9.5 Any meeting may be recessed and resumed with less than 24 hours notice if proper public notice was given for the initial session and if, prior to recessing, notice is publicly given as to the resumption of the meeting, pursuant to the state open meeting law. In the later case, every reasonable effort shall be made to advise the public.
- 9.6 The Commission may approve, conditionally approve, deny or continue any item on its agenda.

Article 10: Quorum and Voting

- 10.1 A minimum of four members shall constitute a quorum of the Commission for all meetings and work sessions. If a quorum cannot be obtained, the names of Members present shall be recorded and the meeting shall be rescheduled.
- 10.2 Any vote may be taken by voice vote or show of hands. If the vote is not unanimous, a roll call vote may be taken.
- 10.3 No Member present may abstain from voting unless: (a) that Member was absent during all or a portion of a hearing on the subject, (b) because of a conflict of office, or (c) a conflict of interest exists according to Arizona Revised Statutes 28-501 to 38-511. In the latter case, Article 13.1 and 13.2 of these Rules and Procedures shall be observed.
- 10.4 Any motion for approval, which fails to carry shall be considered a denial of the proposal. However, any action may be reconsidered if a motion to reconsider, made by a Member who voted in the affirmative, is passed. Any motion for denial, which fails to carry shall not be considered for approval of the proposal. When a motion for denial fails, a positive motion or a motion for approval must be made and considered for any official action. Official actions shall be accomplished only by an affirmative vote of a majority of Members present.

Article 11: Agenda

The Chair shall order preparation of the agenda for each meeting. Any Member, staff or Council member or the public may request items to be placed on the agenda. The Chair shall determine priorities of agenda items requested. The Agenda for each regular and special meeting, except for executive sessions and work-study session may consist of the following:

- 11.1 Call to order, verification of notice, pledge of allegiance, roll call

- 11.2 Public forum
- 11.3 Summary of current events by Chair/Director
- 11.4 Discussion/possible action items
- 11.5 Committee reports, only if agenda is specific as to the specific committee and what they are reporting on
- 11.6 Discussion of agenda for next meeting
- 11.7 Adjournment

Article 12: Public Comment

- 12.1 During the "Public Forum" portion of the agenda, anyone may address the Commission on any subject not on the agenda, when recognized by the Chair. Each person will be limited to three minutes. If a member of the public requests more than three minutes to speak, they may submit their request to the Chair who may grant up to five minutes if approved by general consensus of the Commission. Members of the Commission may not discuss items that are not specifically identified on the agenda. Pursuant to A.R.S. 38-431.01(G) the only action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date.
- 12.2 To speak during the public forum, portion or on specific agenda items at other times throughout the meeting, one must fill out a council supplied sign-up form. The information must include the speaker's name and address, phone number, the agenda item he wishes to address, and the name of the group he represents, if any. The form must be in the possession of the Chair.
- 12.3 Persons will be called to the floor in the order in which they have signed up for each agenda item.
- 12.4 All remarks shall be addressed to the Commission as a body, and not to any member thereof.
- 12.5 No person, other than members of the Commission and the person having the floor, shall be permitted to enter into any discussion, either directly or through the Members of the Commission. No questions shall be asked of Commission Members, except through the Chair.

Article 13: Conduct of Members

- 13.1 Conflict of Interest. Commission Members shall abide by the provisions of Arizona Revised Statutes 38-501 to 38-511. When a member determines that he has a conflict of interest, he shall declare such conflict, refrain from discussion or voting on the matter and step down from the dais until completion of the item.
- 13.2 Ex-Parte contacts: (1) Whenever any party, individual or person involved with a proposal or item initiates contact with a member regarding proposals or requests, the Member shall refer that party to the Chair. (2) Whenever an external contact persists in offering or soliciting information concerning proposals or requests, the Member shall report the information, identity of the source, and date of the contact to the Commission for inclusion in its formal records.
- 13.3 Appearance before Council: Member shall not appear to speak before the City Council on Commission matters unless explicitly invited by the Council or by requesting to be placed on the Council's agenda.
- 13.4 Representation by Members: No member shall represent an applicant or an appellant before the Commission or the Council on matters related by Commission business.
- 13.5 All Members shall adhere to the Council's adopted "E-Mail Policy for E-Mail Communications Between Members of City Commissions, Boards & Committees and Attorney Client Privileged Communications".

Article 14: Powers and Duties

The Parks and Recreation Commission shall have the powers and duties as pursuant to City Ordinance 89-6 and as amended by Ordinance 93-18.

Article 15: Instruments of Commission Action

The instruments by which the Commission shall officially report its work include:

- 15.1: Official notice of meetings as provided by Article 9 of these Rules and Procedures as required by Arizona Law
- 15.2 Agenda of meetings as described in Article 11
- 15.3 Commission reports
- 15.4 Minutes of meetings as described in Article 5
- 15.5 Resolutions passed on agenda items

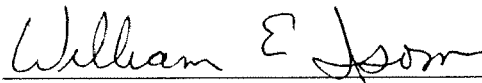
Article 16: Amendments

These rules and Procedures may be amended at any regular or special meeting by affirmative vote of four or more Members, subject to approval by the City Council.

Article 17: Severability

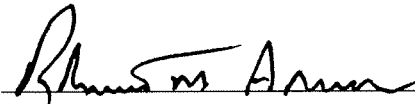
These Rules and Procedures are declared to be severable. If any article or portion thereof is for any reason held to be legally invalid, such holding shall not affect the validity of the remaining portion.

ADOPTED AND APPROVED BY the Sedona Park and Recreation Commission on April 20, 2009.



Chair
Parks and Recreation Commission

Adopted and approved by the Sedona City Council on.



Rob Adams, Mayor

Adopted: March 22, 1989

Revised by P&R March 14, 1997; Approved by CC R1997-08 – April 8, 1998

Revised by P&R October 23, 2000; Approved by CC – November 14, 2000

Revised by P&R April 20, 2009; Approved by CC- May 26, 2009